



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

13 MAY 13 P1:05

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Department of Human Services/Division of Vocational Rehabi  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

<p>1. Describe the goods, services, or construction to be procured.</p> <p>The Rehabilitation Act as amended requires the designated state unit to work with a Statewide Independent Living Council (SILC) to perform the following functions: (1) Jointly develop and sign in conjunction with the DSU the three year State Plan for Independent Living (SPIL); (2) Monitor, review, and evaluate the implementation of the SPIL; (3) Coordinate activities with the State Rehabilitation Council (SRC); (4) Ensure that all regularly scheduled meetings of the SILC are open to the public and sufficient advanced notice is provided; and (5) Submit periodic reports to the Rehabilitation Services Administration (RSA) Commissioner upon request, and keep such records, and afford such access to records for verification.</p>	
<p>2. Vendor/Contractor/Service Provider Name:</p> <p>Statewide Independent Living Council of Hawaii</p>	<p>3. Amount of Request:</p> <p><del>\$705,624.00</del> 235,208.<sup>00</sup></p>
<p>4. Term of contract (shall not exceed 12 months), if applicable:</p> <p>From: 10/1/2013 To: 9/30/2016 2014/13</p>	<p>5. Prior SPO-001, Sole Source (SS) No.:</p> <p>11-010-B, 08-014-C</p>
<p>6. Describe in detail the following:</p> <p>a. The unique features, characteristics, or capabilities of the goods, service or construction.</p> <p>The Rehabilitation Act as amended requires that the SILC be established outside of the State agency and receive necessary funds (described in the State Plan for Independent Living) to carry out the function of the SILC. The SILC of Hawaii is the only entity that is in compliance with the requirements of the Rehabilitation Act as amended, Title VII, Section 705 and 713 and the SPIL.</p> <p>b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department</p> <p>The establishment and funding of the SILC of Hawaii is essential for the DHS/DVR to be eligible to receive financial assistance under Section 705 and 713 of the Rehabilitation Act as amended and to provide independent living services to individuals with significant disabilities.</p>	

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

No other provider meets the criteria set forth in the Rehabilitation Act and the SPIL for the composition and appointment of members of the SILC, its functions, and its requirements for funding. See attached Executive Order No. 11-18.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

See attached Executive Order No. 11-18.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Lorene Gokan <i>LG</i>	DHS/DVR	586-9746	lgokan@dhs.hawaii.gov
Katie Keim <i>KK</i>	DHS/DVR	586-9743	kkeim@dhs.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.***



Department Head Signature

*5/8/2013*

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/12/13

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is for the period 10/01/13 to 09/30/14 and is based on the department's representation that the vendor is the only entity that is in compliance with the Rehabilitation Act, and necessary for the department to receive funds to carry out the function of the Statewide Independent Living Council. Sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and is required to be documented in the procurement/contract file. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the cost or pricing data, HCE certificate and awards posting are required to be documented in the procurement/contract file. When processing payment to vendor the department shall attach a current compliant HCE certificate with the invoice for payment.

If there are any questions, please contact Wendy Ebisui at 586-0563, or [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

*David S. Fagan*  
Chief Procurement Officer Signature

5/22/2013  
Date